

Instructional Technology Staff

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◆ Instructional Technology Update

VIDEO Advisory Committee Retreat

On January 20 and 21, VIDEO Advisory Committee members met in Jefferson City to discuss the VIDEO program, its funding problems, proposed legislation to improve the funding situation, and suggestions for administering the program at different funding levels should legislation provide additional funds. Prior to the full-committee meeting, a sub-committee met to revamp the current interactive television program. As a result of these meetings, the following program changes will be implemented in FY 2000-2001.

- VIDEO Program: It was decided to incorporate a funding distribution formula similar to that used for Technology Acquisition grants – provide a per-district fund of enough size to make an impact and provide a per-pupil allowance to address equity issues. Local education agencies and institutions for higher education would use the same funding formula. The formula would be adjusted to fit the appropriation level. The committee suggested that the program continue to stress video-based technologies and appropriate staff development in using the technologies.

- **Interactive Distance Learning:** – It was decided that new interactive distance learning projects should be compatible with the statewide network provided through MOREnet3. Two grant types are available. 1) Implementation grants of up to \$30,000 per district for districts wishing to provide for-credit, high school courses via distance learning for the first time. Implementation grants are competitive and can be renewed for a second year for up to \$12,000, depending on adequate progress. 2) Upgrade grants are competitive, one-time grants for up to \$12,000 for existing I-TV districts and clusters wishing to upgrade equipment to become compatible with the MOREnet3 network.

Consolidated Instructional Technology Grants Manual

Technology grant application materials for FY 2001 were sent to districts March 1. Instructional Technology staff developed one manual to cover the five technology programs we administer: VIDEO, Technology Acquisition and Enhancement, Competitive Technology, Interactive Distance Learning, and Technology Literacy Challenge Fund. The manual provides a general overview of all five programs, then lists each program's specific purposes, guidelines, application directions, data forms, etc. As such the manual can be separated into parts, copied, and distributed to all appropriate district staff. Much effort was taken to standardize as much as possible the programs' formats, guidelines, deadlines, and data forms. Please let us know what you think of the new manual – we would appreciate hearing your ideas for further improvements.

Instructional Technology Grants Workshops

Like the consolidated manual, IT staff will provide consolidated workshops (see workshop schedule below). In April, staff will conduct 10 four-hour workshops which are divided into two-hour segments. The morning session provides an overview and update of all the programs. The afternoon session offers grant-writing assistance. Educators can elect to attend one or both sessions. Registration is not necessary. Lunch is not provided.

Census of Technology

On February 22, Department and OSEDA staff decided to continue to collect the Census of Technology annually. OSEDA will manage this year's Census and district coordinators should expect to receive correspondence from OSEDA this month. Like the past three years, our intent is to collect the data this spring. Note that in 2001, the Census will be incorporated into the Department's Core Data Collection process.

Instructional Technology staff encourage districts to complete the Census forms in a timely and accurate manner. Staff use the Census of Technology data to report to state and national decision-makers and chart progress along the Missouri Education Technology Plan goals and benchmarks in order to make various program / service decisions. You'll note in the Consolidated manual that, because of the COT data collection, staff were able to eliminate much of the information asked for on Program Evaluation Narratives.

◆ **2000-01 Instructional Technology Grant Workshops**

- *Competitive Technology, Interactive Distance Learning, Technology Literacy Challenge Fund, VIDEO, Technology Acquisition and Enhancement*

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| <p>April 4, 2000 10:00 - 12:00 & 1:00 - 3:00 Kirksville Jr. High Auditorium 1515 South Cottage Grove Kirksville, MO 660/665-3793 (Please park behind the jr. high bldg. between the new elementary and the jr. high bldg.)</p> | <p>April 18 10:00 - 12:00 & 1:00 - 3:00 Cameron R-I Goodrich Center Auditorium 423 North Chestnut Cameron, MO 816/632-5903</p> |
| <p>April 12, 2000 10:00 - 12:00 & 1:00 - 3:00 Warsaw High School Library #1 Wildcat Drive Warsaw, MO 660/438-7351</p> | <p>April 18, 2000 9:00 - 11:00 & 12:00 - 2:00 Rolla Middle School 1111 Soest Road Rolla, MO 573/364-2151</p> |
| <p>April 13, 2000 9:00 - 11:00 & 12:00 - 2:00 Mountain View-Birch Tree R-III Liberty High School Old Hwy. 60 East Mountain View, MO 417/934-2020</p> | <p>April 19, 2000 9:00 - 11:00 & 12:00 - 2:00 Vandiver Building 555 Vandiver (located across from Legend Automotive) Columbia, MO 573-886-2251</p> |
| <p>April 14, 2000 9:00 - 11:00 & 12:00 - 2:00 Dexter High School 1101 West Grant Dexter, MO 573/614-1030</p> | <p>April 19, 2000 10:00 - 12:00 & 1:00 - 3:00 Southwestern Bell Telecommunity Center Blue River Community College-Independence Campus 20301 East 78 Hwy. Independence, MO 816/472-2000</p> |
| <p>April 17, 2000 10:00 - 12:00 & 1:00 - 3:00 St. Louis University South Campus 11124 Southtowne Square (1 block west of Hwy. 55 & Lindbergh) St Louis, MO 314/892-5000 ext. 233</p> | <p>April 25, 2000 9:00 - 11:00 & 12:00 - 2:00 Nixa Empire Bank Corner of Hwy. 160 & 14 Nixa, MO (Please park on north side; enter through west door.) 417/725-7404</p> |

◆ An Overview of Missouri's CISCO Networking Academies

- Submitted by Barton A. Washer, Department of Elementary and Secondary Education

Overview

In September, 1997, California, Arizona, Florida, Minnesota, New York, North Carolina, and Missouri began training high school students in the initial phase of the Cisco Networking Academy program. This program was formally announced by Cisco Systems, San Jose, California, one month later in Washington, DC. The 280-hour modular, industry developed program for high school juniors and seniors is based on 63 networking competencies that prepare high school students for the estimated 340,000 job openings in this expanding field. In addition to receiving internet-delivered, industry-validated curriculum and assessment engines, all pilot programs also received donated Cisco networking equipment required to design, create, and maintain an industry-based network for their instructional programs

Structure and Overview of Missouri's Regional Academy

The Cisco Networking Academy program is based on a "Regional Academy" and "Local Academy" structure. The Regional Academies receive their instructor training directly from Cisco, and then train the instructors for up to 10 Local Academies in their geographic region. The Missouri Regional Academy, MOREnet (the Missouri Resources in Education Network, Columbia, Missouri), is a University of Missouri-Columbia and State-funded training center which provides training and support for approximately 95% of Missouri's public education districts. Missouri's Local Academies, which can be computer/networking-based instructional programs in either comprehensive high schools or area vocational-technical schools, are incorporated into vocationally-approved trade & industrial education or business education programs. The Cisco program is expanded as need dictates, with the Local Academies becoming eligible to pursue Regional Academy Status after 1) demonstrating proficiency in the curriculum, including completing the delivery of the entire 280 hours of instruction, 2) providing evidence of administrative support for the program, and 3) obtaining Cisco Systems approval. Once the Local Academies have met the criteria for becoming Regional Academies, they will then train and support up to 10 new Local Academies within their service region.

Missouri is currently attempting to expand its number of Regional Academies. It is anticipated that up to four new Regional Academies will be approved by May 1, 2000, allowing for up to 40 new Local Academies being approved by September, 2000.

Missouri's Local Academies

There are currently 27 Missouri schools participating as Local Academies. The Phase I pilot sites that began training September, 1997, are Joe Herndon AVTS (Raytown/Kansas City), South Central AVTS (West Plains), Columbia Career Center (Columbia), N. S. Hillyard Technical School (St. Joseph), Nevada Regional Technical Center (Nevada), Rolla Technical Institute (Rolla), Gateway Institute of Technology (St. Louis), Hannibal Regional Technical Center (Hannibal), and the Waynesville Technical Academy (Waynesville). The eight Phase II sites that began instruction in September, 1998, are Lake AVTS (Camdenton), Carthage Technical Center (Carthage), Lebanon Technology and Career Center (Lebanon), Saline County Career Center (Marshall), Sikeston AVTS (Sikeston), Southeast Missouri State University (Cape Girardeau), St. Louis Career Education District, and the St. Louis Community College at Forrest Park. Ten Phase III sites that began training September, 1999, are Franklin Technology Center (Joplin), Cape Girardeau Area Vocational Technical School, North Technical High School (St. Louis), Central Missouri State University, Nichols Career Center (Jefferson City), Mineral Area College (Park Hills), Crowder College, State Fair Community College, St. James R-I High School, and Linn State Technical College.

It is Missouri's vision that Cisco Local Academies are present in each of the State's 57 Area Vocational Technical Schools. The 57 AVTS sites will then facilitate further Local Academy growth into all of Missouri's 525 public school districts.

Student Certification

Students who successfully complete the Cisco Networking Academies program are eligible for the Cisco Certified Networking Associate (CCNA) certification offered nationally through Sylvan Assessment Centers. This certification is the first of many articulated certification programs that contribute to Cisco's life-long learning and advancement philosophy. The second certification program, the Cisco Certified Networking Professional (CCNP), is currently being developed along with an articulated post secondary instructional program and is estimated to launch April, 2000. Both of these certifications articulate with Cisco's highest level of certification, the Cisco Certified Internet Engineer

(CCIE). There are immediate employment opportunities for high school students who successfully complete the program and certification, with an advertised salary range up to \$45,000 with a high school diploma and CCNA certification.

Missouri's Funding Strategy

Missouri's funding infrastructure for the Cisco Networking Academy is based on many local, state, and federal initiatives. The Missouri funding philosophy strives for at least 50% funding at the State level for all local academy hardware. However, all local academies have received 75% hardware funding thus far. Missouri's Cisco Academy Pilot Sites have reported local industry becoming more active in this initiative, resulting in additional equipment donations and on-site training opportunities for students. Costs associated with instructor training are eligible for local Professional Development funds, while equipment costs are eligible for Missouri Department of Elementary and Secondary Education (MODESE) Vocational FV-4 (50/50 match) and MODESE Vocational Enhancement Grants (75/25 match). General education funding is also available through MODESE's Technology Acquisition funds through the Instructional Technology section (Contact: Deborah Sutton at 573.751.9094). The federal government also lists several educational and technology grants at www.web99.ed.gov.

Contact Information

For more information on Missouri's Cisco Networking Academy program, including Local and Regional Academy hardware/program requirements, contact Barton A. Washer, Director of Industrial Education (bwasher@mail.dese.state.mo.us; 573.751.2584), Carey Stephens, Supervisor of Business Education (cstephen@mail.dese.state.mo.us; 573.751.3926), or Eric Nicklas, Assistant Program Manager, DESE Technology Network Program, MOREnet (eric@more.net; 573-884-7200). More information on the Cisco Networking Academies may be obtained at www.cisco.com/edu/academies/index.html or by contacting your local Cisco Account Representative.

◆ **Commissioner Bartman Commends Missouri's K-12 Video Distance Learning Networks**

- Press Release submitted by Sally Burnett. MO Distance Learning Association

It's 7:15 a.m., and high school students from Jamestown, Prairie Home, Otterville and Sedalia are actively discussing movies with each other. Why and how have these teens come together when many of their peers have not yet begun preparing for school? They are all participating in an Interactive-Television (I-TV) course offered before the regular school day begins. Dennis Whittaker, an instructor with the Prairie Home school district (Cooper County), teaches "The History of Film" to students in four different locations simultaneously. Although it may sound like a unique event, similar scenarios are occurring across the state with increasing frequency. This expansion of educational opportunities is made possible by interactive distance learning technologies.

More than 200 of Missouri's 521 school districts now participate in regional interactive networks as a way of providing more course options for students.

"Distance learning has grown quickly in Missouri as a means of providing broader educational opportunities, particularly in rural communities. Along with other forms of technology, interactive distance learning is giving students and teachers access to a vast array of learning resources outside of their own schools" notes Commissioner Robert Bartman.

Interactive distance learning technologies allow for student learning without the need for students and teachers to be physically present in the same location. Through live, two-way interactive TV, students and teachers may interact as though they are in the same classroom. Students and teachers see and hear each other at all times, albeit across the television screen.

Whether used in small rural schools to help provide a comprehensive curriculum to its college-bound students, or in larger schools to help provide multiple course sections or access to video field trips, or in colleges and universities to provide dual credit, undergraduate, graduate or professional courses to off-campus students, video distance learning technologies are expanding the potential for any learner--regardless of age or location--to meet their educational needs", notes Mike Jeffries, President of the Missouri Distance Learning Association (MoDLA) and past director of the We-MET I-TV Network in west central Missouri.

"The growing number of video distance learning networks and the growing number of ways in which they are used indicates the value of distance learning technology to Missourians", adds Sally Burnett, Executive Director of MoDLA. "As part of our responsibility as the state-wide organization of distance learners and educators, MoDLA maintains a list of I-TV networks in the state."

Rapidly becoming a model for its use of educational technology in the elementary and secondary classroom, Missouri also has 14 higher education institutions, 16 hospitals/clinics, and 13 other institutional sites actively involved in fully interactive video distance learning and telehealth networks.

March is "Distance Learning Month" in Missouri. Schools, colleges, hospitals and other agencies involved in distance learning will be celebrating the event with a variety of special activities said Mrs. Burnett.

K12 Networks and Member Schools

BearNET, Camdenton Network, CMO-NET, CSD, Current River Network, Grand River Network, GrizzNet, Jas-Bar, Lake Area I-TV, Lebanon R-3 School District, Mineral Area Network, Missouri River Valley, MIT-E Network, MCC RTEC Video Network, NDLC Network
NEMONet, New-MAC, North Central MO ITV Network, SEMONet, Swat-NET, Tarkio I-TV Network, WeMET

◆ **MOREnet 3**

- Submitted by Hank Niederhelm, MOREnet

The Missouri General Assembly funds MOREnet to create and implement a high-capacity, multimedia-based, statewide network. The new network, known as MOREnet3, was funded in FY 2000. It allows for internet traffic as well as videoconferencing for distance learning opportunities. On August 16, 1999, it was put into production delivering internet or data services only. On January 10, 2000, videoconferencing services went into production.

Currently, services are available to all public-supported higher education institutions. As fiscal resources allow, the network also supports other eligible sites that include public K-12 schools and distance learning/video clusters. To-date there are approximately 40 higher education and K12 sites across the state using this network to deliver distance learning courses via IP-based

videoconferencing. The scheduled conferences have a 99% success rate within the MOREnet infrastructure. For more information on the MOREnet 3 project please visit www.more.net/m3/.

◆ Missouri Offers On-Line Legislative Debate

- *civic.com, February 2000*

When Missouri's legislative session began recently, for the first time citizens could listen to live debates on the House and Senate world wide web sites.

"An important part of this is the immediacy and completeness of the information that's provided. If people see or hear something, they can immediately pick up the phone or e-mail their congressman," said Mark Hughes, director of communications for the Senate. People can go to either the House or Senate web site, download Real Networks Inc.'s RealPlayer for free, then tune into the debate. The system can handle 1,000 people at a time.

Missouri is one of nine states that offer legislative broadcasts from their web sites, according to the National Conference of State Legislatures. In six other states, private providers offer the service. Missouri's legislative branch has dabbled with technology for years. About 10 years ago, after the state found that students were not proficient in civics and government, the state made a video about how a bill becomes a law and established a satellite feed to any school that cared to tune in. That led to a program where students videotaped questions for lawmakers, with elected officials responding with videos of their own.

By 1992, the state expanded the school programming to live programs for broadcast on public-access channels. A year ago, Missouri.Net, a for-profit internet company, began broadcasting live legislative audio.

The Missouri Senate site can be found at www.senate.state.mo.us.

◆ Copyright Question of the Month

Question: May an educator (e.g., administrator, classroom teacher, substitute teacher, or student teacher), other district employee, volunteer, or others make one copy per pupil of an unlimited number of images (cartoon, chart, diagram, graph, picture, or drawing) from a single book or periodical issue to use in face-to-face instruction ?

Answer: No. Guidelines state a limit of one image per book or per periodical issue may be copied for each student in the class. These copies, which must include the copyright notice, may be made and used only one time.

Note: If the educator wishes to use the same image the next semester, year, etc., he or she must obtain copyright permission.

◆ Learning With Technology

Featuring Moberly School District and Sullivan C-2

Moberly School District

The Moberly school district has combined at-risk students, tutors and teachers to make the *Club Learn Connection*. Teachers in two elementary schools refer at-risk students to the program for 1-on-1 after-school tutoring two days a week. But this is tutoring with a connection. The students use the same software in the classroom and the after-school sessions, and tutors provide that extra attention that at-risk students need as they extend the student's learning time. Tutors have received special instruction, and are in touch with classroom teachers about their student's needs, challenges and accomplishments. For more information about the Club Learn Connection, and the academic gains the participants have made, contact Jim Botts at 660/269-2600.

Sullivan C-2

Project CLICC, (Computers Linking and Integrating Curriculum and the Community) is well underway in its second year of implementation. Kindergarten through eighth-grade teachers and students from the Sullivan C-2 School District, Spring Bluff School District, and Strain-Japan School District are benefiting from the opportunities provided by the *Teaching and Learning* grant. The overall goal of the grant is to provide teacher training for technology integration that will lead to student achievement in the classroom. Twenty-five teachers each year are supplied with laptops and AverKeys that provide the opportunity to infuse technology into their daily classroom lessons. The grant supplied portable labs with hubs that teachers check-out and move into their classroom to give them a better opportunity to provide technology into their classroom lessons.

The most important part of the grant is training the teachers to become comfortable with technology so they are more likely to use it. Providing the teachers with the laptops affords the opportunity to not only use the technology at school, but they can also take the laptops to their homes to become more familiar with programs, develop presentations and research the vast amount of information available on the web. The grant provides district Dial-up access to give teachers the opportunity to link through the school network to the internet from home at no cost.

The training takes place in three to four hour training periods on weekends. The teachers involved in the grant use their laptops during the training and hook up to portable hubs. Some of the training opportunities provided are on the following topics: Using Microsoft Office Applications, Hyperstudio training, Windows 98 training, Creating an Online Classroom Resource Guide using Site Central, Email Basics, and various online educational sites such as *Filamentality*, *Trackstar Quia*, and *Schoolnotes*. Through the grant these teachers have the opportunity to use other forms of technology. The grant provided digital cameras, scanners, Smartboards and projectors to each school. Without the grant, the districts are doubtful these technologies would have been as readily accessible in their districts.

An exciting part of the training this year is the incorporation of the web classroom provided by *Blackboard.com*, www.blackboard.com. *Project CLICC* created a site where teachers can meet to exchange announcements, provide assignments, and offer simple group and individual email access. The site also includes an online gradebook, a discussion board, a calendar, and a virtual chat room. Teachers involved in the grant are expected to complete and electronically submit performance assignments that assess their ability to complete various technology skills. The site provides a meeting place to electronically distribute forms and to provide online presentations and external web sites of

interest for teachers. In fact, the group is going to try to participate in a virtual workshop sometime this spring! Guests are invited to tour the classroom at any time. The web address is www.blackboard.com/courses/SC2101/

Teachers create lesson plans and incorporate technology into their curriculum in a variety of ways. From powerful PowerPoint presentations to virtual field trips through the web, teachers are creatively using technology to enhance the education in their classrooms. The grant also is expanding out to the Sullivan High School through the A+ program. The A+ grant committee believes that the program is a wonderful way to train teachers in technology and classroom integration. Teachers at the high school requesting this training are provided the same training and opportunities using A+ funding.

This year, the first year grant participants are being incorporated into the program as trainers and mentors for the second year participants. Technology's use and importance is definitely *CLIC*Cing for these school districts with the opportunities provided by the grant!

◆ Planet Innovation

- Submitted by Jane Howland, Planet Innovation

Planet Innovation is part of the Regional Technology in Education Consortium (R*TEC), a 5-year grant project funded by the US Department of Education. More information about the R*TECs is available at www.rtec.org. Missouri, Kansas, Nebraska, Texas, and Oklahoma comprise the South Central R*TEC (www.scrtec.org.) Each state in the SCR*TEC has its operation at a College of Education, which is unique among the six R*TEC regions.

Our goals are to assist with technology integration in K-12 schools and there is no charge for services. The Planet Innovation web site (www.planet.rtec.org), with interactive technology planning tools, was the first initiative of the Missouri partner. We have also conducted workshops, provided technical assistance, and disseminated information about technology, education, and grants.

During our final year we are concentrating on TechConnect, our companion web site, which we developed to share teacher stories about using technology. TechConnect is at www.techconnect.org. Submitters of stories that are published on the web site receive a copy of the "Flight! An Adventure in Hot Air Ballooning" CD-ROM. Planet Innovation also supports the InternetSchools project, a Center for Technology in Innovations (CTIE) initiative. Planet Innovation is housed in the CTIE. See www.ctie.missouri.edu for information about InternetSchools and other projects.

◆ Internet Sites of Interest

- Offering its visitors a toy box full of new features and content, the PBS Kids web site (www.pbskids.org) relaunches a comprehensive backstage look at PBS Kids show characters and engaging educational activities. PBS Kids is the most popular area of the 85,000-page PBS.org web site. The redesigned PBS Kids site will enable kids to write stories, respond to other kids, tell jokes and discover answers to puzzling questions. Site visitors can also access the

official web sites and related activities for their favorite PBS Kids television programs, including Arthur, Dragon Tales, Mister Rogers' Neighborhood, Noddy, Teletubbies, Zoboomafoo and Zoom.

- From Blue Web'n Update - lists the weekly additions to Blue Web'n, a searchable library of Blue-Ribbon web sites categorized by grade level, content area, type, and Dewey number.

Visit online at www.kn.pacbell.com/wired/bluewebn to browse, search, and view archives.

Virtual Field Trips www.field-guides.com/

Take your students on nature field trips through the web. Each field trip covers a single topic such as salt marshes or volcanoes. Sites are arranged in sequential order to build a story and include a series of "trail markers" or stops, that describe each site on the field trip to guide students' learning. If logs or journals are required, every field trip has a set of prepared documents that you can print out for each person on the trip. Also included are short teacher's guides and selected other web sites that provide background or curriculum guidance.

Grade Level: Elementary, Middle School

Content Area: Science (Life Science), Science (Environmental Studies) [Dewey #570]

Application type: Activity, Resource

Texas Information Literacy Tutorial www.tilt.lib.utsystem.edu

To familiarize a large number of students with fundamental research skills, the Digital Information Literacy Office at the University of Texas at Austin developed this online tutorial. TILT is a web-based, educational site designed to teach undergraduates fundamental research skills. In each module students will learn concepts and practice them through interactions. At the conclusion of each module, they can test their comprehension and receive immediate feedback. Each module takes less than 30 minutes to complete.

Grade Level: Middle School, High School, College, Adult/Professional

Content Area: Technology (Internet), Education (Teaching and Learning) [Dewey #600]

Application type: Tutorial

Wachowicz's Web World: Web Sites for Discerning Finance Students

www.web.utk.edu/~jwachowi/wacho_world.html

This site features educational financial management web sites which are grouped to correspond with the major topic headings in "Fundamentals of Financial Management", 10th ed., Prentice-Hall (1998) by James Van Horne and John Wachowicz. Websites include links, PowerPoint slides, interactive quizzes, and more.

Grade Level: High School, College

Content Area: Business (Finance) [Dewey #657]

Application type: Resource

Tools For College Writing www.cabrillo.cc.ca.us/divisions/english/290/

This site is designed to introduce basic skills of college writing strategies. To help ESL students and students with learning disabilities this website is "voiced" and features an online dictionary.

Grade Level: High School, College

Content Area: English (Writing) [Dewey #808]

Application type: Reference/Tool

The World of Beatrix Potter www.peterrabbit.co.uk/templates/index.cfm

Step into the world of Beatrix Potter and all of her characters. This graphic/audio intense site features fun online activities and reading for children.

Grade Level: Elementary

Content Area: English (Reading) [Dewey #028]

Application type: Activity, Resource

Planetpals Earthzone www.planetpals.com

Planetpals Earthzone is an interactive site featuring characters that help teach kids the importance of caring for our planet and everything in it. Filled with free and fun activities for kids; a valuable source of earth science and ecology information.

Grade Level: Elementary, Middle School

Content Area: Science (Earth Science), Science (Environmental Studies) [Dewey #550]

Application type: Activity

Mr. Guch's Cavalcade o' Chemistry www.pages.hotbot.com/und/maalox/chemfiesta.html

This site celebrates all things chemistry, with lesson plans, labs, worksheets, activities, handouts, and tests for teachers, as well as a helpdesk and tutorial links for students; also available in Spanish.

Grade Level: High School

Content Area: Science (Chemistry) [Dewey #540]

Application type: Activity, Lesson, Resource

◆ Monthly Grant Writing Tip

March—Review the Proposal

It's time to have the proposal edited for content and clarity and then have it edited for grammar, spelling, punctuation, etc. Sheila Perry suggests passing the grants around to groups of teachers who did not write a grant. Have one group read the grant beginning to end. Did they understand it? Did it make sense? Does it flow? Have another group check for grammar, spelling, punctuation. Have a another group check that objectives address stated needs.

Write and review the budget. A detailed budget is preferred over a general one. Prepare a budget that anyone can understand; include matching funds and in-kind donations; address future funding (know whether funder wants a “bare-bones” or all “ideal” costs detailed—does the funder typically trim the budget before approval?).

Lastly, follow the rules. Complete all sections of the form and the assurances/signature page. Meet the deadline (make sure you fully understand the deadline) and be prepared to mail necessary number of copies required.

APRIL assignment: Have the final copy(ies) ready to mail to meet the deadline. (Incentives for School Excellence Grants are due to DESE by April 30).

◆ Mark Your Calendar

March

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|------------------|---|
| Feb. 28- March 3 | National Distance Learning Week/Missouri Distance Learning Week |
| 1 | Consolidated Technology Manuals mailed to school districts |
| 1-3 | TCLF federal program review |
| 1-31 | Distance Learning Month |
| 28 | VIDEO Advisory Committee Meeting Missouri School Boards Association, Columbia, MO 10:00 - 2:00 p.m. |
| 31 | District Technology Plans due to DESE for approval |
| 31 | Last day to obligate funds for materials, supplies and equipment -- Technology Acquisition and Enhancement, Interactive Television, Competitive Technology and VIDEO Grants |

April

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| 4-25 | Instructional Technology Grant Writing Workshops See "Instructional Technology Update" for dates and locations. |
| 10 | Technology Plan Approval Reader Training Jefferson Building, Jefferson City, MO |
| 11-20 | Technology Plan Approval |

◆ Upcoming 2000 Conferences

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|-------------|--|
| March 2-4 | Kentucky Teaching and Learning Conference Louisville, KY 502/564-7168 www.kde.state.ky.us/oet/customer/kytlc2000 |
| March 8 | Regional Consortium for Education and Technology (RCET) - Southwest University Plaza Hotel, Springfield, MO 417/895-2722 www.orion.org/ed/rcet/index.html |
| March 13-15 | Midwest Education and Technology Conference America's Center, St. Louis, MO 314/692-1250 www.info.csd.org |
| March 30-31 | The National School Technology Leadership Conference Austin, TX www.eschoolnews.org/stlc |
| April 6-7 | Converging Technologies: Reaching Students in the Digital Age Marriot's Tan-Tar-A Resort, Osage Beach, MO www.more.net/projects/members/conference/conference00.html |
| April 27-28 | Grants & Funding for School Technology Conference Westin Crown Center, Kansas City, MO www.eschoolnews.org/gfaa |
| June 26-28 | National Educational Computing Conference Atlanta, GA www.neccsite.org |

◆ From the Mailbag

- *Education World* www.education-world.com

Education World is the home for educators on the internet, embracing everyone interested in education—teachers, administrators, parents, and students. This free site is a resource that helps the education community use the internet.

The web site holds the internet's largest education-specific search engine, linking to over 120,000 education-related sites. The search engine is appropriate for all ages and searchable by subject or grade level.

Education World also offers weekly original content—lesson planning activities, curriculum ideas, education site reviews, worldwide education employment listings, forums, education news, and many other features to assist the education community online.

- *Tech Funding Center* www.eschoolnews.org/funding

Get exclusive, up-to-the-minute listings of school technology grant opportunities, recent grant awards, and equipment donations. Free to all school technology professionals.